

**Face to Face Academy**

**Board Meeting Notes**

**February 28, 2022**

Attendance included Academy School Board Members Bryan Bakke, Mike Nord, Paul Roark, John Vasecka, Willie Suttle, Rachel Blawat, and Margo Thomas. Also present for the meeting were Darius Husain (*Academy Director,)* and Jennifer Plum (*Assistant to the Board Secretary.*)***This Board Meeting was conducted both on campus and via Zoom so that all Members could attend*.**

**1) Review of Agenda and Conflict of Interest Regarding Agenda Items**

No conflicts noted.

**2) Review of Board Minutes January 24, 2022**

**Upon a motion duly made and seconded, the January 24, 2022 School Board Minutes were accepted as submitted.**

**3) Finance Report, Credit Card, Checks, and Wire Statements**

1. Financial Statements were received through December for the school year 2021/22 and shared for the Board to review. This document reflects the recent budget revision.
2. Revenue is at 51% received.
3. Expenditures are 53% spent.
4. The school year is 58% complete.
5. The budget reflects an ADM of 87 students. The state is currently paying based on an ADM of 88. Enrollment is maintained. Short discussion about how to return to higher enrollments again.
6. Reconciled cash balance is indicated on the financial document at $744,430.
7. Current total state holdback is noted at $92,735 which is 10%.
8. Discussion of the donations and the recent $7K that was given for the music program.
9. Discussion of ESSER funds and how it is categorized/recategorized and coded on the financial statements in connection with other areas like Covid-testing.
10. All of the renovation bills have been paid for Phase I & II.
11. Short discussion of the fund balance and its continued growth and suggestion about how the Board should continue to address its policy about the fund balance and how to best allocate funds.
12. Checks and wires, Amazon purchase, and the credit card statements were circulated for the Board members for review.

* Podcast equipment was purchased through the recent donation.

**Upon a motion duly made and seconded, the financial statements were accepted as submitted.**

**4) First Look: School Year 2022-23 Draft Budget**

1. SY 23 Draft Budget Assumptions and Summary Statement was circulated for review.
2. Discussion how the compensatory revenue affects the budget and the projected lower funds from this stream for next school year.
3. Budget draft includes an estimated 8% increase in health benefits and a 3% cost of living raise with a policy process to adjust other staff salaries.
4. Board had discussion and agreed to review and revisit for approval requirement by April’s meeting.

**5) Fundraising Opportunity: Online Cooking Class**

1. Ms. Plum shared information about the upcoming fundraising event hosted by [Cheryl Englebretson](mailto:cheryl@realfoodwell.com)who teaches the online cooking class.
2. Board members were asked to help promote the event by sharing the fundraising information with friends and family members.
3. Purchases through Pampered Chef can be made for supplies for the cooking class’ students and/or a percentage of all purchases will go to support the class.
4. Ms. Plum will email Board Members directly with information when the online fundraising event starts on March 28th.
5. There were no conflicts of interest noted in the event.

**6) School Year 2022-23 Calendar**

1. Draft of calendar for SY 23 was circulated for review.

**Upon a motion duly made and seconded, the school calendar for 2022-23 was accepted as submitted.**

**7) COVID Mitigation Strategies Metric: Three Levels of Protocol & Response**

1. Handout about the three levels of protocols and response was circulated to guide the Board discussion.
2. Board discussion about the three levels and how the expectations of masks would correlate to each level.

**8) Community Safety Measures: Update on Security Camera Proposals**

1. Board discussion about the uptick in violence in the neighborhood of the school campus.
2. Mr. Husian has taken three different proposals from vendors who can install surveillance cameras.
3. Cameras would be installed in order to view the outside areas around the building and just a few would be installed inside the building.
4. Once the bids are all received and reviewed, funding could be pulled from the current budget surplus or from the Academy's longtime donor.
5. Mr. Husian will also talk with Health and Counseling about covering some of the costs.
6. Bids are anticipated around $25.
7. Brief discussion about the capabilities of the cameras and the features they offer, including real-time information around the school building.
8. Discussion about the purpose of the security cameras - documentation or deterrent?
9. Board requested proposals on the installation of security cameras.

**Upon a motion duly made and seconded, the process of acquiring security cameras was accepted as submitted.**

**10 ) Academy Program Report**

1. Two weeks are left of the Third Quarter.
2. The MCA testing cycle will begin in the Fourth Quarter.
3. The Face to Face Academy Podcast has begun recording to encourage creative expression of the students and community development. New equipment was purchased to support the recording. This project is being spearheaded by Anton Butler who has experience in radio broadcasting and podcast production.

The next Board meeting will be held on March 28th.

Meeting adjourned at 6:00 p.m. Respectfully Submitted,

Bryan Bakke

Board Secretary